

Approved For Release 2006/04/14 : CIA-RDP72-00039R000100250003-9

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1					
2					
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6					
X	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE	X	INFORMATION		SIGNATURE
Remarks: Attached is copy of my report of the purge of RAB records. Also attached is a copy of our report to [] dated 10 September 1968. In light of what we said in this report and our current findings, I urge that we take the action we said we would.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[] RAB Records Officer				7-11-69	

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10 July 1969

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MEMORANDUM TO: DDS Records Administration Officer

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THRU : CIA Records Administration Officer

SUBJECT : Purge of RAB Records Holdings

1. The records holdings, for RAB consisting of twenty boxes was purged 7 - 9 July 1969. The purge was conducted by the RAB Records Officer and was accomplished in the physical confines of the vaulted area, 7th floor, Magazine building.

2. Each box and each folder was screened. A potential savings of 5 cubic feet of space (25% of our total holdings) could be realized by repacking the material. This could be accomplished without a review of the material itself.

3. I have grouped the boxes, for disposition purposes in the following three categories:

- a. Five boxes - complete destruction
 - b. Eight boxes - 70-80% of the material could be destroyed after a cursory check is made
 - c. Seven boxes - contain O&M files survey, reports, program files and will require an extensive screening with a probable reduction of 20-30%
4. An unbelievable amount of housekeeping type of files are found among the holdings, such as:

Personnel - Ratings - promotion memos
evaluation reports
attendance & absences
request for advance sick leave
O/T performances - 1954
job descriptions - personnel actions
conduct - contributions - solicitation of funds
transfers, relations & activities

Buildings & Grounds

parking space assignments
electrical power outage
 first floor plan
moves - work requests
file space requirements

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Training & Travel - related break-down of these primary categories exist in individual folders

The above is just a sampling of the housekeeping type material that does exist in most of the boxes. The schedule clearly provides for the destruction of these records. Why hasn't it been done?

5. I recommend the following action be taken:

- a. collectively make a cursory check of the Records as they presently exist in the vault.
- b. A final determination be made as to those records that may be destroyed and the Records Officer be instructed accordingly to effect the destruction.
- c. The remaining records be repacked and properly identified with new shelf listings.
- d. Current holdings be returned to the Records Center for retention.
- e. Encourage other elements to consider an extensive screening of their holdings.

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6. If we are to set an example for the other components in the Agency in records disposition, (destruction) we must not be "pack-rats". We cannot afford to keep records "just for the sake of keeping them". An objective approach uninhibited by sentiment is paramount in screening records and in making proper determination as to what must be kept and what may be destroyed.

7. I estimate that our records holdings can be reduced by at least 60%. Our holdings are small as compared to other Agency components. What would the results be if Records Officers in these larger elements were to follow our example? Col. White's request for an overall reduction of 50% of records holdings would appear to be plausible.

RAB Records Officer

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